

**sender's address on the
top right-hand side**

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**date on the
right-hand side**

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**an informal greeting,
e.g. 'Dear'... or 'Hello'...**

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**an introduction that
sets out the purpose
of the letter**

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**more details are given in
next paragraph(s)**

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**a conclusion finishes the letter or
sets out what the sender wants
the recipient to do next**

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**ends with 'from', 'best
wishes' or 'love'**

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**capital letter to punctuate
a sentence**

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capital letter for people

[twinkl.com](https://www.twinkl.com)

capital letter for places

[twinkl.com](https://www.twinkl.com)

**capital letter for days
of the week**

[twinkl.com](https://www.twinkl.com)

**capital letter for the
personal pronoun 'I'**

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full stop

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**ideas and sentences joined
with the conjunction 'and'**

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**common exception words
spelt correctly**

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compound word

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prefix 'un' used

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plurals spelt correctly

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**adding suffixes -ing -ed
-er to a verb**

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**adding suffixes -er or -est
to an adjective**

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question mark

[twinkl.com](https://www.twinkl.com)

exclamation mark

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**adjective to describe
and add detail**

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